

Job Description
Missouri State Highway Patrol

Class Title: Apprentice Scale Maintenance Technician

Title Code: V00705

Effective Date: 06/05/95

Date Reviewed: 5/3/04 #16

Date Revised: 12/27/04

Immediate Supervisor: Scale Maintenance Technician

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Apprentice Scale Maintenance Technician is an entry-level position in becoming a licensed journeyman level Scale Maintenance Technician. An employee in this class works under close supervision. Assignments are received in the form of oral or written work orders and may be accompanied by sketches, penciled layouts, or blueprints. The work may be performed independently subject to inspection while in progress or upon completion, or may be performed under the constant supervision of a Scale Maintenance Technician.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with inspecting and testing the Patrol's wheel load weighers and axle load weigh scales.

Assists a Scale Maintenance Technician and/or MoDOT employee in the inspection, testing, repairing, and maintaining of equipment associated with the Intelligent Highway Systems.

Assists with the testing and servicing of postal, warehouse, UPS, and evidence weighing devices used by other divisions within the Patrol.

Assists in planning and laying out work, keeping a record of amounts of materials used in the performance of job duties, and compiling periodic reports.

Operates a diesel truck with a manufacturer's capacity of fifteen tons over a variety of roads and in all weather conditions; provides assistance to the motoring public in the event of mechanical breakdowns, accidents, illnesses or injuries, and relays information to the proper jurisdictions or agencies.

Uses standard and specialized electrical tools, as well as other hand tools ordinarily used in electrical work, to install and make electric repairs on specialized weigh scale electronic systems.

Fabricates, alters, or repairs metal scale parts using power lathe, cold saws, hand drill, drill press, oxygen-acetylene torch, arc welder, sander, grinder, and other similar equipment.

Prepares the proper records for the department, other regulatory agencies, for prosecuting officials, courts, etc., and provides testimony in support of the accuracy and testing of the Patrol's weigh scales.

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May construct or repair concrete base and steel plate for radio mast poles and install radio mast pole and secure it to weigh station offices.

May construct, repair, or install platform scale access barricade and install or repair lights and public address systems on overhead sign poles at weigh stations.

May assist in developing proposed regulations, orders, bulletins, and procedural guidance for commercial vehicle enforcement personnel in proper weighing techniques and scale maintenance requirements.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the occupational hazards and safety precautions associated with scale maintenance and repair.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to find and repair mechanical and electrical defects on specially designed and highly specialized equipment.

Ability to make involved calculations necessary for proper installation of equipment.

Ability to read and understand maintenance manuals and work from drawings, blueprints, wiring diagrams and specifications to effectively repair defective electrical and mechanical equipment.

Ability to communicate effectively in oral and written form and to understand and effectively carry out oral and written instruction.

Ability to prioritize, organize, and plan work effectively.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to work with a variety of tools in the performance of duties (e.g., electrical tools, hand tools, power lathe, cold saws, hand drill, drill press, oxygen-acetylene torch, arch welder, sander, grinder, etc.).

Ability to perform extensive job-related travel.

Ability to establish and maintain effective working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must be a high school graduate or possess a certificate of equivalency issued by a State Department of

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Education.

Must have satisfactorily completed a minimum of two years of course work in the electronic trade at a recognized technical institute or possess equivalent knowledge and skill in electronic principles and techniques. In addition, a minimum of one year of experience performing manual and semi-skilled work in equipment maintenance, general maintenance or related work that has involved electrical and mechanical equipment is desired.